

## **Swanson Surveying – Guide to the Subdivision Process**

This document has been prepared as a simple guide, for existing and prospective clients of Swanson Surveying, to the details of undertaking a land development project. Subdivision can be a complex process, but with careful planning and selection of the right consultants, many of the common pitfalls can be avoided.

The subdivision of land comprises of 5 significant stages:

- Stage 1 – Project Due Diligence
- Stage 2 – Planning Permit Application
- Stage 3 – Formal Subdivision
- Stage 4 – Subdivision Works & Statement of Compliance
- Stage 5 – Registration and New Titles

Each stage is critical to the success of the project and should be given due consideration when planning on undertaking a land development project.

### **1. STAGE 1 – PROJECT DUE DILIGENCE**

When planning your development project, the most critical aspect is to undertake thorough due diligence research. This research will allow you to gain a full understanding of the constraints of the site, and the likely costs involved with the project.

Constraints are likely to include:

- Planning zones and overlays
- Site constraints – for example, slope and drainage conditions
- Servicing requirements
- Covenants and restrictions on title preventing development

It is recommended that either the client or Swanson Surveying undertake due diligence research at the outset of the project to assess the site and its constraints. We recommend researching the following, at a bare minimum:

- Service Authority records for available services in the area and likely connection costs.
- Preliminary discussions of the proposal with a Council planning officer.
- Review of the title documentation

If the due diligence research proves satisfactory to the client, Swanson Surveying will provide a formal quote for the associated Surveying and Town Planning works for the project.

### **2. STAGE 2 – PLANNING PERMIT APPLICATION**

Nearly all land development projects will require a planning permit under the provisions of the Planning and Environment Act. Preparation of a quality application will give your project the best chance of Council issuing a planning permit.

Swanson Surveying works closely with Planit Consulting to prepare and lodge our town planning applications. Planit Consulting will prepare a report detailing the proposed development, a review against relevant legislation and an argument as to why the proposed development should be allowed to proceed.

Once a planning permit is issued by Council, the formal subdivision process may proceed.



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### **3. STAGE 3 – FORMAL SUBDIVISION**

At this stage of the development, it is crucial to review the planning permit issued by Council to understand the conditions and decide which parties will be responsible for works to enable compliance with each of the conditions.

Swanson Surveying will then lodge a formal Plan of Subdivision with Council for certification. Once this plan is certified, works relating the development may be started. Swanson Surveying is able to co-ordinate these works if required or provide advice to the client to help them meet the conditions in the planning permit.

### **4. STAGE 4 – SUBDIVISION WORKS & STATEMENT OF COMPLIANCE**

During this stage of the project, the works prescribed within the permit must be undertaken and then signed off by the responsible authority to achieve Statement of Compliance (SOC). New titles cannot be issued until SOC has been released. For a simple development project, these works are likely to include:

- New power connection – Powercor/City Power
- New potable water and sewer connections – Local Water Authority
- New storm water drainage connection and driveways/crossovers – Local Council
- Provision for or connection to the National Broadband Network – NBN Co. or Telstra

For a more complex development, other conditions and works are likely to be included in the planning permit and will be required to be complete before SOC can be issued.

### **5. STAGE 5 – REGISTRATION AND NEW TITLES**

Once the works for the subdivision are complete, the client can then apply to have the formal Plan of Subdivision registered at Land Victoria. Usually a solicitor or conveyancer will undertake this work and will lodge all documentation prepared by Swanson Surveying along with the appropriate documents and fees.

Once examined and registered at Land Victoria, the new titles to the development will be available for the client's disposal.

### **FURTHER INFORMATION**

Should you wish to discuss any aspect of this document or of the land development process, please feel free to contact us directly. We look forward to discussing your land development project with you.

Yours Sincerely,

### **SWANSON SURVEYING**

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